

# Occupation Certificate application



Greater Taree  
City Council

Under Sections 109C(1)(c) and 109H of the *Environmental Planning and Assessment Act 1979*

Use this form to apply for:

- a **Final Occupation Certificate** to authorise the commencement of occupation or use of a new building
- an **Interim Occupation Certificate** to authorise the commencement of occupation or use of a partially completed new building

NB All fields marked with an asterisk are mandatory and must be completed.

## Type of Occupation applied for (tick one)

- Interim Occupation Certificate       Final Occupation Certificate

## Property Details

Lot Number\*

Deposited/Strata Plan Number\*

Section Number\*

Address\*

Suburb/Town\*

Postcode\*

## Applicant Details

Applicant(s) Surname/Company\*

Given Names\*

Postal Address\*

Suburb/Town\*

State\*

Postcode\*

Telephone Number\*

Mobile Number

Email Address

## Description of the building or part of building to which the application details

*If the application relates to a new use of the building or part of the building, also describe the new use*

## Office Use Only

Application Number

CSO Initials

Date

## Building Classification under the Building Code of Australia (as identified by the Construction Certificate)

Existing classification

New classification (if changed)

### Applicant's Consent

Applicant's Name\*

Applicant's Signature\*

Date\*

Applicant's Name\*

Applicant's Signature\*

Date\*

### How to lodge this form

Completed form can be:

- Emailed to [tareecouncil@gtcc.nsw.gov.au](mailto:tareecouncil@gtcc.nsw.gov.au) with attached supporting documents as required. Payment by credit card or EFT can be arranged; or
- Forwarded by post with payment; or
- Lodged at our Customer Service Counter between 8:30am & 4:30pm Monday to Friday (excluding Public Holidays).

**Privacy Notice:** Under Privacy laws, you have the right to find out why we are collecting this information, if it is compulsory and what we are going to do with it. You also have rights to access and correct any information held about you. If you need an interpreter, call 131 450

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